

CUSTODIAN

Purpose Statement

The job of Custodian was established for the purpose(s) of maintaining an attractive, sanitary and safe facility for students, staff and public; providing and arranging equipment and furniture, etc. for meetings, classroom activities and events; minimizing property damage, loss and liability exposure; ensuring security at assigned building(s); and ensuring that assigned tasks are completed in a safe, proper and timely manner.

This job reports to the Principal. Position/s may not be full-time.

Essential Functions

- Cleans assigned facilities and/or grounds (e.g., classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Informs students, staff, and the public for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
- Replenishes custodial and restroom supplies (e.g., paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Performs minor, job related, maintenance on custodial equipment, classroom furniture and the facility for the purpose of ensuring proper functioning and usability of items.
- Responds to immediate safety and/or operational concerns (e.g., facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action, notifying and/or responding to appropriate personnel for resolution.
- Secures facilities and grounds (e.g., doors, gates, alarms, lights, etc.) for the purpose of preventing property damage, equipment loss, potential liability, and assuring security/safety of students, staff, and visitors.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains professional relations with co-workers, building staff, students, and the public for the purpose of presenting a professional environment that promotes education, and reflects well on the department and the school district.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the facility.

Skills, Knowledge and Abilities

SKILLS: Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance which includes electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE: Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; general maintenance; and safety practices/procedures.

ABILITY: Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining FERPA confidentiality; adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working independently; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision and independently using standardized routines. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, and 25% standing. The job is performed under some temperature extremes and in a generally hazard-free environment.

Minimum Qualifications

<u>Experience:</u>	Experience working as a custodian, in a school setting is preferred.
<u>Education:</u>	High School diploma or equivalent
<u>Clearances:</u>	Criminal background check and pre-employment physical, as applicable.
<u>FLSA Status:</u>	Non-Exempt
<u>Approval Date:</u>	2/2018 RM

EEO Statement:

The school districts comprising SAU 29 do not discriminate on the basis of race, color, national origin, sex, disability, age, or any other legally protected class in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of Human Resources, NHSAU 29, 193 Maple Ave., Keene, NH - 357-9007